



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Facilities

Division: Mental Health Facilities

Sub-Section:

**TITLE:** Abuse and Neglect Files

**CUTOFF:**EOCY

**DESCRIPTION:** Abuse and Neglect Files

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6334

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Accreditation Records File

**CUTOFF:**EOSFY

**DESCRIPTION:** Accreditation Records File

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6332

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Client Financial Files

**CUTOFF:**EOSFY

**DESCRIPTION:** General Revenue (includes placement files, resources files, NAFS, valuables report)

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6356

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Facilities

Division: Mental Health Facilities

Sub-Section:

**TITLE:** Client Receipt and Disbursement Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Client Receipt and Disbursement Records

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6345

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Federal and State conversion, waiver, CPRC, and CSTAR forms

**CUTOFF:**

**DESCRIPTION:** Correspondence, invoices, manual and tape billings, remittance advances, cost reports, IPCs, documentation for reconciliation of internal financial systems.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6347

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Federal Funding Records

**CUTOFF:**

**DESCRIPTION:** Encumbrances, Accounts Payable, Accounts Recievable, and any documentation concerning federally related funding. This includes any state monies that is used to match federal funds.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6348

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Facilities

Division: Mental Health Facilities

Sub-Section:

**TITLE:** Federal School Lunch Program

**CUTOFF:**

**DESCRIPTION:** Federal School Lunch Program

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6340

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Incident and Injury Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Incident and Injury Files

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6335

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Internal Reports

**CUTOFF:**

**DESCRIPTION:** General Revenue (includes but not limited to spending plans, cost benefit analysis, graphs, audit reports, USDA surplus reports, federal and state surplus reports, dietary inspection reports, dietary internal reports, departmental reports, i.e., maintenance, housekeeping, security).

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6359

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Facilities

Division: Mental Health Facilities

Sub-Section:

**TITLE:** Reimbursement Information

**CUTOFF:**

**DESCRIPTION:** May include but is not limited to Standard Means Test, Client Financial Files.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6346

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Semi-Annual microfiche of billing information

**CUTOFF:** EOSFY

**DESCRIPTION:** General Revenue (medicare, medicaid, client billings, service log and service summary, etc.) Current Area Retention is Permanent Retention

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6355

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** State and Federal Surveys, Plans of Correction

**CUTOFF:** EOFFY

**DESCRIPTION:** State and Federal Surveys, Plans of Correction

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6333

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Facilities

Division: Mental Health Facilities

Sub-Section:

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**TITLE:** Work Schedules

**CUTOFF:**

**DESCRIPTION:** Daily and weekly schedules of all unit employees to be posted in all areas.  
Information derived from schedules can be obtained from derived from  
schedules can be obtained from Personnel or Payroll

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6339

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

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